

ONE- AND TWO-FAMILY STRUCTURES DECK



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THIS PACKET OF INFORMATION IS DESIGNED TO CLARIFY AND SIMPLIFY THE PERMITTING PROCESS FOR YOUR BUILDING PROJECT IN THE CITY OF NOBLESVILLE. PLEASE CONTACT THE PLANNING DEPARTMENT FOR SPECIFIC QUESTIONS ABOUT YOUR ONGOING PROJECT AT (317) 776-6325.

1. BUILDING PERMIT DISPLAY

Laminated permit/identification cards are provided by the Planning Department. These cards are picked up upon payment and display the lot identification number, structure address number(s), and the Building Permit.

The cards must be posted on site by the time of first inspection and must remain posted in this manner until the final grade is established and permanent house address numbers are installed on the property. At that time, the required signage and permit may be posted in a front lower level window of the home and must be visible from the street. The Building Permit must be accessible to the inspector at all times.

If the permit is not posted by the first inspection, a field inspection notice will be issued, and a \$100 fee will be assessed. If any permit/identification cards are misplaced, replacements can be requested for \$25 per card.

2. REQUIRED INSPECTIONS

The following inspections are required for new construction. Each inspection must be approved and released before continuance to the next phase. Any fees due the City must be paid before inspections are made and/or before additional permits are issued.

- a. Footing/Post Hole
- b. Foundation (if applicable) – prior to backfill
- c. Rough-In
- d. Final – prior to occupancy

a. FOOTING/POST HOLE

Footing inspections are required before footings are poured. Grade stakes are required to be installed prior to calling for inspection, and footings must be cleaned out from loose dirt, tree roots, mud, and water. Footings must be at least 12 inches below undisturbed soil and 30 inches below final grade.

All footings must be completely outside of the building setback area, easements, and behind all building lines.

b. ROUGH-IN

This inspection must be scheduled BEFORE ENCLOSING ANY WALL OR CEILING.

Rough-in of electrical wiring, plumbing, heating and framing completed required at this point.

c. FINAL

A final inspection shall be conducted, approved, and a Certificate of Occupancy issued prior to any occupancy (including furniture and personal items) of the structure.

Note: the homeowner or builder MUST accompany an inspector during re-inspection of any occupied structure.

3. REQUESTING INSPECTIONS

All inspections must be requested by telephone or in person by contacting the Planning Department, 317-776-6325 during normal business hours, 8:00AM - 4:15PM, Monday through Friday. Inspections CANNOT be requested before or after regular business hours by voicemail and must be scheduled a minimum of one (1) business day before the desired inspection date unless a same-day inspection is scheduled for \$200.

All inspections will be performed between 9:00 AM and 4:00 PM on the date of their inspection unless a timed inspection is scheduled for \$75.

Timed inspections and same-day inspections are available on a limited basis, and applicable fees must be paid for at the time of their scheduling.

When a timed inspection is scheduled, there is a 15 minute window either side of the specified time for the Inspector to arrive. The inspection time cannot be changed on the day of the inspection unless a 'same day' inspection is paid for. Timed inspections can be transferred to the following business day for no additional charge.

INSPECTION CANCELLATION

A scheduled inspection can be cancelled up until 8:30 AM on the day of the inspection for any non-timed inspections. Timed inspections can be cancelled up to one (1) hours prior to the scheduled time.

All fees must be paid prior to scheduling an inspection and prior to release of a final Certificate of Occupancy.

Multiple outstanding fees by an individual builder may result in future permits being withheld until prior financial responsibility is satisfied.

Affidavits required for missed inspections must be obtained from the Planning Department office.

4. FEES

Action	Fee
Timed inspection	\$75
Same-day inspection	\$200
Failed inspection	\$75 (first); \$150 (second); \$300 (third+)
Missed inspection	\$500 and completed affidavit*
Occupancy without Certificate of Occupancy	\$1,100
* Affidavits for missed inspections may be granted at the Building Administrator’s discretion	

5. SPECIAL FLOOD HAZARD AREAS

When building in areas designated as “Special Flood Hazard Areas,” it will be necessary to meet the state requirement of being elevated at least two feet above the regulatory flood profile, and also the following foundation flow-through requirements listed in the City of Noblesville’s ordinance for flood hazard areas, ordinance number 77-1290. Any deviation from the requirements of this ordinance will require a variance through the Board of Zoning Appeals.

6. MISCELLANEOUS ITEMS

Building inspectors are available to answer questions regarding your project and specific code requirements. Inspectors are available in the Planning Department office between 8:00-8:30AM and 4:00-4:30PM during business days, and voicemails are usually returned within one business day.

Inspectors are available to meet with builders on the jobsite to review specific matters. These meetings must be scheduled in the same manner as specific inspections, with a minimum of 24 hours’ notice.